

Baystate Organic Certifiers

Application Checklist for New Dairy Applicants

Step 1: Fill out the Organic Dairy Crop Plan for the crop portion of your operation

- _____ Fill out all pages of the Organic Dairy Crop Plan
- _____ Please list all crops for certification on page 1 of Organic Dairy Crop Plan. Please list all pastures, hayfields and crop fields on page 2 of the Farm Plan. If a field is used for both hay and pasture, list it in both sections.
- _____ Sign and date the Affirmation Section of the Organic Dairy Crop Plan on the last page.
- _____ Fill out the Dairy Field Crop History Sheet for every field that is part of your operation.
- _____ Fill out the Dairy Field Affidavit Sheet for all fields and greenhouses to be certified. Attach documentation showing that fields and greenhouses have been managed organically for 3 years.
- _____ Fill out the Seed Information and Planting Stock Form, if you are using any seed.

Step 2: Provide Other Information (You must provide all of this information as part of your application)

- _____ Submit an overall farm map for your operation showing the location of all fields.
- _____ Submit detailed maps for each field detailing adjoining land use and buffer zones. FSA aerial maps are preferred if you have access to them. For all pastures, show the location of fences on the fields, the location and source of shade, and the location and source of water. The information about the sources of shade and water may be written on the bottom of the map.
- _____ Submit samples of any labels you will be using to identify your product as organic (if applicable).
- _____ Submit samples of your recordkeeping forms. We only need a page or two of each form. Please submit records that show all aspects of your operation. These records must include planting information fertilizer, pest, and disease control applications to fields, harvest records by field, and sales records. For your herd, submit health, feed, and milk production records. If you do not currently keep any of these records, you must show what records you will maintain as a certified operation. Sample records can be downloaded from www.attra.org.
- _____ Submit a copy of a water test for untested water you will use for irrigation, livestock, or product packing. Municipal water does not need to be tested. Only a coliform test is required.
- _____ Fill out the Directions Sheet included with the application packet. Do not include Mapquest or other Internet directions as the inspector will not be coming from our Dighton office.
- _____ Submit any additional information that you believe will aid the inspector Baystate Organic Certifiers in evaluating your operation.

(over)

Step 3: Fill out the Dairy Livestock Application Forms

- _____ Fill out all pages of the Organic Dairy Livestock Plan
- _____ Submit a complete list of all animals in your Livestock herd with their ID#, date of birth, source (if purchased off farm), and stage of production.
- _____ Sign and date the Affirmation Section of the Organic Dairy Livestock Plan on the last page.
- _____ If you are purchasing certified organic feed, please include a copy of the certification certificate for every operation you are purchasing feed from.
- _____ If you are using brand name medications or products that are not on the National List or not listed on a Guidance document like the *OMRI Brand Name List*, you must submit information showing that the product meets the requirements of the National List.
- _____ Submit a copy of your Grazing Plan for your Livestock if you have a plan already in place.
- _____ Complete the DMI Calculation Worksheet or Worksheets.

Step 4: The Fee Worksheet

- _____ Complete the enclosed Fee Worksheet. Make sure you pay the \$150 new operation fee.
- _____ Enclose a check for your certification fee made payable to Massachusetts Independent Certification or payable to Baystate Organic Certifiers

Step 5: Optional Information

- _____ If you do not have a 50 foot buffer around all of your fields between your organic and any abutting conventional production, make sure you list all reduced buffers in your Dairy Crop Plan and submit an Abutter Form(s) if there is abutting land that may contaminate your organic production.
- _____ Fill out the Baystate Website Listing form if you want to post your operation's information on the Baystate Organic Website.

If you want to be certified for bottling milk as an on farm processor you must fill out the:
- _____ On Farm Organic Handler Plan and Organic Product Profile

Step 6: Mailing the Application Packet

You have two options for submitting your application materials, described below. Whichever method you chose, *you must retain a complete copy of all materials* with your own records.

- _____ Hard copy method: Send two copies of the corrected Organic Farm Plan, all attachments, and the Fee Worksheet to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764. Include a check for your certification fee.
- _____ Electronic method: Email the updated Organic Farm Plan, all attachments, and the Fee Worksheet to baystateorganic@earthlink.net. You will need to either email a PDF version of the signed affirmation page of the Farm Plan, or mail the signed affirmation page. The check for your certification fee will have to be mailed to Baystate Organic Certifiers, c/o Don Franczyk, 1220 Cedarwood Circle, North Dighton, MA 02764.

**BAYSTATE ORGANIC CERTIFIERS
GROWER FEE WORKSHEET**

Please fill in this worksheet to determine your fee. The worksheet must be submitted with your application.

Actual Gross Revenue from organic products 2011: _____

Estimated Gross Revenue from organic products 2012: _____

FEE CALCULATION

Step 1: Use the Fee Schedule to calculate your annual certification fee based on estimated gross sales for 2012..... _____

Step 2: New Farm Fee (for farms not certified in 2011) (\$150)..... _____

Step 3: Check one of the following options and enter the appropriate fee payment on the next payment Line

_____ I am submitting my application online by email. Enter \$0

_____ I have submitted one copy and the original of my renewal organic certification application packet. Enter \$0

_____ I am only submitting the original of my renewal organic certification application packet and paying Baystate to make a copy. Enter \$30

Step 3 Total . _____

TOTAL _____

Minus that portion of fee to be paid later in the year (up to 50%)..... _____

Amount of Enclosed Check..... _____
(made payable to **Baystate Organic Certifiers or Massachusetts Independent Certification**)

DIRECTIONS SHEET

Name of Operation: _____ Phone:

Contact(s):

Directions to Operation: Please give general directions to your farm or facility from the nearest state or interstate highway. Please note that the inspector will not be coming from our Dighton office, so Mapquest or other directions are not helpful. What we are looking for is general directions from the nearest highway.

1) written

2) drawn

**BAYSTATE ORGANIC CERTIFIERS
SEED INFORMATION AND PLANTING STOCK FORM**

Seeds:

Please complete this form for all seed that you are purchasing for the upcoming season:

What percentage of the crop seed you are using is organic? _____

What percentage of the crop seed you are using is non-organic and untreated? _____

List the reasons why you are purchasing non-organic untreated crop seed? (Availability, Poor Germination of Organic Seed, etc.)

What additional steps are you taking to find organic seed?

List all of the suppliers you plan on purchasing organic or untreated seed from this year.

List all the additional suppliers you checked for organic seed and the method you used for checking (example: Catalog, Internet, Phone).

What percentage of the cover crop seed you are using is organic? _____

SEED INFORMATION AND PLANTING STOCK FORM Page 2

List the reasons why you are purchasing non-organic untreated cover crop seed? (Availability, Poor Germination of Organic Seed, etc.)

What additional steps are you taking to find organic cover crop seed?

Are you using any pelletized seed? If yes, list the source of the seed. Does the seed coating meet the requirements of the standards?

Are you using any treated or GMO seed? If so, list the varieties of seed and where you will be growing the crop.

Are you using any seed inoculant? If so, have you verified that the inoculant does not come from a GMO source? Inoculants on the NOFA/Mass Bulk Order do not have to be verified. List the inoculants below and whether you have verified them or not.

SEED INFORMATION AND PLANTING STOCK FORM Page 4

Planting Stock

Check off all of the Annual Planting Stock you are using this year

Garlic _____ Onion Plants _____ Onion Sets _____

Potatoes _____ Shallots _____

Sweet Potatoes _____ Strawberries _____
(Planted in September, harvested the following June)

Is all of this planting stock certified organic? Yes _____ No _____

If you answered No, complete the following.

List all planting stock that is non-organic, the quantity purchased, the variety, and the source.

What other sources did you check for organic planting stock before buying non-organic planting stock?
Please list the companies that you checked for organic planting stock.

List your reasons for purchasing non-organic planting stock. Acceptable reasons include: appropriate form, quantity, or quality not available. Non-organic planting stock may not be substituted for organic planting stock because of price differences.

List all Perennial Planting Stock that you are purchasing this year – fruit or nut trees, berry plants, grapes, etc. Note: This planting stock does not have to be from an organic source. You may use non-organic perennial planting stock; however, the planting stock must be organically managed for 1 year before an organic crop may be harvested from it or the planting stock sold as organic.

BAYSTATE ORGANIC CERTIFIERS
DAIRY – PASTURE, HAYFIELD, AND FIELD CROP AFFIDAVIT SHEET

Please fill out this form or multiple forms for all pastures, hayfields, and crop fields that you are certifying with Baystate for the first time. The form must be signed for each of the previous 3 years by the manager of the pasture(s), etc. for that year. If you managed the pasture(s), etc. in each of the preceding years then you should sign the form for each year. All substances used as inputs on the pasture(s) in the past 3 years must be listed on the Dairy - Pasture, Hayfield, Field Crop History Form. You may substitute letters from past managers or other documentation in place of having past managers sign this form as long as your documentation contains the same information as this form. In addition, please attach proof that the pasture(s), etc. have been managed organically for the past 3 years. This proof may include, but is not limited to field records, invoices for input purchases, statements from previous field managers, certification certificates from other agencies etc. If you cannot prove that the pasture(s), etc. have been managed according to the National Organic Standards, then Baystate Organic Certifiers will designate your fields as transitional, and assign a date as to when they may be certified as organic.

Pasture, Hayfield, Field ID(s) _____

Date and Name of Last Prohibited Substance applied to pasture(s), etc.: _____

Name of Manager 2011 _____

I attest that the substances listed as inputs on the Dairy Field History Form for 2011 were the only substances applied to that pasture(s), etc. in that year, and that no substance prohibited by the National Organic Program was applied in 2011.

Signature _____ Date _____

Name of Manager 2010 _____

I attest that the substances listed as inputs on the Dairy Field History Form for 2010 were the only substances applied to that pasture(s), etc. in that year, and that no substance prohibited by the National Organic Program was applied in 2010.

Signature _____ Date _____

Name of Manager 2009 _____

I attest that the substances listed as inputs on the Dairy Field History Form for 2009 were the only substances applied to that pasture(s), etc. in that year, and that no substance prohibited by the National Organic Program was applied in 2009.

Signature _____ Date _____

BAYSTATE ORGANIC CERTIFIERS

ABUTTER FORM

Name of Neighbor _____

Address _____

_____ Phone # _____

Check the one that applies:

I verify that the following fields/areas under my management have had no synthetic fertilizers, herbicides or insecticides applied in the last 12 months. I have no plans to use these synthetic products on these fields in the future 12 months. In the event that I do use any synthetic fertilizers, herbicides or insecticides, I will inform: _____ of my plans.

I verify that the following fields/areas under my management have had prohibited pesticides, herbicides or fungicides applied in such a manner as to minimize the risk of drift to the neighboring organic fields and/or applied at a time of the season when the organic crop is either not in the ground or has no marketable above ground parts.

List all substances applied, the method of application and the date(s) of application.

| Name and Type of Material | Method of Application | Equipment Used for Application | Date of Application |
|----------------------------------|------------------------------|---------------------------------------|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Specific Field Identification:

Organic field ID #

Neighbor's field identification

I verify that the above information is true and accurate.

Signature of Neighbor

Date Signed

**BAYSTATE ORGANIC CERTIFIERS
WEBSITE LISTING FORM**

Website Information: Baystate Organic Certifiers allows its certified growers and processors to list information about their operation and organic products for sale on its website, baystateorganic.org. There is no charge for this listing.

Fill out the following information form. All information except your Operation Name is optional.

Operation Name: _____

Contact: _____

Address: _____

Phone Number: _____

Fax Number: _____

Website or Email: _____

Products for sale: _____

Description of operation: (PYO, Retail, Wholesale, CSA, Farmstand, Hours of Operation)
